



Department of  
**Children's Services**

# Storyboard

## Resource Home Application for Private Providers

This storyboard demonstrates how to record a Resource Home Inquiry and Home Study Approval. It covers: Entering a Reassessment, Adding an Addendum, Entering a Closed/On-Hold/Suspended Status and Resource Home Recordings.

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## Adding an Inquiry

Recording a Resource Home in TFACTS all begins with an inquiry. Once the inquiry is complete, it is linked to a resource home record. Resource Homes must have a home study completed and approved in TFACTS before a placement can be made.

- After Signing into TFACTS the **Home** screen appears.
- Click on the **Resource** tab.

Viewing for Mouse, Minnie B

Type	ID	Name	Assignment Role
Resource	338	Bur	Resource Parent Support Specialist
Resource	350	Chi	Resource Parent Support Specialist
Resource	368	Coc	Resource Parent Support Specialist
Resource	365	Dal	Resource Parent Support Specialist
Resource	341	Elk	Resource Parent Support Specialist
Resource	341	Fiel	Resource Parent Support Specialist
Resource	365	Hai	Resource Parent Support Specialist
Resource	348	Jac	Resource Parent Support Specialist
Resource	227	Jor	Resource Parent Support Specialist
Resource	348	Lin	Resource Parent Support Specialist

- Click on the **Inquiry** tab.
- Before entering an Inquiry, you should first perform a filter to see if the inquiry person already has an active inquiry. Add **Last Name**, **First Name** and click **Filter**.
- Choose an active inquiry returned from the search or if no results are found click **Add Inquiry**.

Resource > Inquiry > Inquiry List

Inquiry Search Criteria:

Organization: \* Youth Villages

Name (Last, First, Middle): Granger Hermione

Inquiry Id:

Inquiry Type: Inquiry Sub-Type:

Begin Date: End Date:

Status: Cancellation Reason:

Sort Results By:

**Filter** Clear Form

Inquiry Information

Inquiry Name	Inquiry Date	Inquiry Type	Inquiry Sub-Type	Status	Organization
No Results Returned.					

**Add Inquiry**

- The **Resource Home Inquiry** screen appears. **Organization, Inquiry Type, Inquiry SubType, Inquiry Date** and **Status** are required Fields. Status will default to and should remain as **Pending Inquiry**. (**Organization, Inquiry Type** and **Inquiry** will be pre populated with information regarding the **Agency, Private Provider Resource Home** and the Date Inquiry was entered.)
- Click **Add Member**

Resource > Inquiry > Resource Home Inquiry

**Resource Home Inquiry**

Inquiry Header

Inquiry Name: , Organization: Youth Villages Type: Private Provider Resource Home Sub-Type:

Organization: \* Youth Villages

Inquiry Type: \* Private Provider Resource Home Inquiry Sub-Type: \* Regular

Inquiry Date: \* 04/19/2016

Status: \* Pending Inquiry

No Contact Date:

Member List

ID	Name	Gender	DOB	Age	Role	Prior Exp.
<b>Add Member</b>						

Specific Children of Interest

ID	Name	Related Resource Member	Relationship
<b>Link Child</b>			

**Apply Save Cancel**

- The **Person Search Results** screen will appear. (You can search by Person ID, SSN and Name.)
- Click **Search**
- If a person is returned from the search, click the box next to the correct button. When you click the **Choose** button will become enabled. If you didn't get the correct search click **Add Person**. (In this demonstration we will add a new person)

Resource > Inquiry > Resource Home Inquiry

Person Search Criteria

Person ID:

OR

SSN:

OR

Reference Type: Reference Number:

OR

Last Name: Granger First/Middle Name: Hermione

Date of Birth: Gender: Race:

Advanced Search Criteria

Sort Results By:

**Search Clear Form**

Person Search Results

Result(s) 1 - 3 of 3 Page 1 of 1

	Person ID	Name	Address	Gender	DOB	% Match
<input type="checkbox"/> select	11251264	Granger, Dr.		Female		94
<input type="checkbox"/> select	11922588	Grainger, Dr.		Female		85
<input type="checkbox"/> select	2565560	Grainger, Ms.				85

**Choose Close Add Person**

- The **Basic** tab screen will appear
- You will enter the **Name Type, First Name, Last Name, Gender** and **Date of Birth (DOB)** and any other relevant information.
- Click **Apply**

Basic	Demographics	Address	Add'l	Background	Safety Hazard												
<b>Person Header</b> Name: _____ Gender: _____ DOB: _____ Person ID: 37145914 SSN: _____ Age: _____																	
<b>Person Information</b> <div> <div> <b>Name Type:</b> * Reported  <b>Prefix:</b> _____  <b>First Name:</b> * Hermione  <b>Last Name:</b> * Granger               </div> <div>                 Middle Name 1: _____                  Suffix: _____               </div> <div>                 Middle Name 2: _____                  Middle Name 3: _____  <a href="#">Populate Additional Name</a> </div> </div> <div> <b>Gender:</b> + Female  <b>DOB:</b> + 09/01/1980           </div> <div>             SSN: ***-**-1234              Age: 35 years 7 months 18 days              Estimated Age: _____ Day(s) _____ Month(s) _____ Year(s) _____              Birth City: _____ Birth County: _____ Birth State: _____ Birth Country: _____              Tennessee Resident: _____ US Citizen: _____ Legal Alien Status: _____ If not U.S. Citizen, where?: _____              Driver's License #: _____ Issue State: _____ Expiration: _____              SSN Applied for: _____ SSN Applied for Date: _____              SSA Validation Date: _____ Revalidate SSA: No              SSA Validation: _____ SSA Validation Failed Reason: _____ <a href="#">SSA Validation Details</a> </div> <div> <input type="checkbox"/> Safety Hazard Exists             <input type="checkbox"/> IPA Exists             <input type="checkbox"/> Environmental Hazard Exists             <input type="checkbox"/> Absconder           </div>																	
<b>Additional Names</b> <table border="1"> <thead> <tr> <th>Name Type</th> <th>Prefix</th> <th>First Name</th> <th>Middle Name(s)</th> <th>Last Name</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td colspan="6"> <a href="#">Add Additional Name</a> </td> </tr> </tbody> </table>						Name Type	Prefix	First Name	Middle Name(s)	Last Name	Suffix	<a href="#">Add Additional Name</a>					
Name Type	Prefix	First Name	Middle Name(s)	Last Name	Suffix												
<a href="#">Add Additional Name</a>																	
<div> <a href="#">Apply</a> <a href="#">Save</a> <a href="#">Cancel</a> </div>																	

- Click on the **Demographics** tab
- Enter the inquiry's **Race and Hispanic Origin**. If any other information related to his screen has been provided, it can be entered as well.
- Click **Apply**.

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Logged In: Mouse, Minnie [ Youth Villages ] | [help](#)

Basic	Demographics	Address	Add'l	Background	Safety Hazard								
<b>Person Header</b> Name: Granger, Hermione      Gender: FEMALE      DOB: 09/01/1980 Person ID: 37145914      SSN: ***-**-1234      Age: 35 Yrs													
<b>Demographic Information</b> <div> <b>Race +</b>  <input type="checkbox"/> American Indian/Alaska Native    <input type="checkbox"/> Asian    <input type="checkbox"/> Black/African American  <input type="checkbox"/> Multi-Racial-One Race Unknown    <input type="checkbox"/> Native Hawaiian/Other Pacific Islander  <input type="checkbox"/> Unable to Determine    Unable To Determine Reason: <input type="text"/> </div> <div> <b>Ethnicity/Ancestry</b>  <b>Hispanic/Latino: +</b> <input type="text" value="No"/> </div> <div>           Available Ancestry: <input type="text" value="African American/Black"/>  <input type="text" value="Arabic"/>    <input type="text" value="Asian Indian"/>    <input type="button" value="Add &gt;&gt;"/>    <input type="button" value="Remove &lt;&lt;"/>    Selected Ancestry: <input type="text"/>            Other Ancestry: <input type="text"/> </div> <div> <b>Tribal Affiliation 1: +</b> <input type="text"/>  <b>Tribal Affiliation 2: +</b> <input type="text"/> </div> <div>           Available Language: <input type="text" value="Acoli"/>  <input type="text" value="Afrikaans"/>    <input type="text" value="Albanian"/>    <input type="button" value="Add &gt;&gt;"/>    <input type="button" value="Remove &lt;&lt;"/>    Selected Language: <input type="text"/>            Primary Language: <input type="text"/>            Other Language: <input type="text"/> </div> <div> <input type="checkbox"/> Interpreter Needed    Interpreter Type: <input type="text"/>            Religion: <input type="text"/>    Other Religion: <input type="text"/>    Gang Member: <input type="text"/>    If yes, what gang affiliation?: <input type="text"/>    Disaster Victim: <input type="text"/> </div> <div> <input type="checkbox"/> <b>Deceased +</b>    Died in Custody: <input type="text"/>    <b>Deceased Date: +</b> <input type="text"/>    Cause of Death: <input type="text"/>    <a href="#">Documents</a> </div>													
<b>Marital Details</b> <table border="1"> <thead> <tr> <th>Spouse Name/Significant Other</th> <th>Marriage/Relationship Status</th> <th>Marital Status Start Date</th> <th>Marital Status End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <input type="button" value="Add Marital Status"/> </td> </tr> </tbody> </table>						Spouse Name/Significant Other	Marriage/Relationship Status	Marital Status Start Date	Marital Status End Date	<input type="button" value="Add Marital Status"/>			
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<input type="button" value="Add Marital Status"/>													

- Click the **Address** tab.
- Click **Add Address**.

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Basic	Demographics	Address	Add'l	Background	Safety Hazard										
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Type	Detail	Primary													
<input type="button" value="Add Phone/Email"/>															

- The **Domestic Address Search** screen will appear
- Add the **Street Number, Street Name, City, State** and **Zip Code**.
- Click **Search**
- **Domestic Address Search Results** will display any addresses matching the details entered. If no correct results, click **Save New Address**

Profile > Address

**Domestic Address Search** | [Foreign Address Search](#)

Domestic Address Search Criteria

[ Note: In order to add a new Address the following fields must be entered in the search criteria: Street Name (text field minimum), City, State and first 5 digits of the zip code ]

Street Number:  Street Name:  Junction:

Unit Name:

City:  State: \*

Zip Code:  -  County:

**Search** [Clear Form](#) [Cancel](#)

Domestic Address Search Results

Address	County	Hazard	% Match
In order to add a new Address the following fields must be entered in the search criteria: Street Name, City, State and 5 digits of the Zip Code.			

**Save New Address**

- The **Domestic Address Details** screen appears. (Address information from the previous address search will automatically populate.)
- Enter any other Information available.
- Click **Save**

Profile > Address

**Domestic Address Details**

Street Number:  Street Name:

Unit:

City: \*  State: \*  Zip Code: \*  -

County:  Other County:

School District:  Other District:

Census Tract:  Geographical Designation:

Neighborhood Name:

Law Enforcement Jurisdiction:

Environmental Hazard Details:

[Spell Check](#) [Clear](#)

Directions:

[Spell Check](#) [Clear](#)

[Apply](#) **Save** [Cancel](#)

- The **Address Details** screen appears.
- Add **Address Type** and **Effective Date**.
- Click **Save**

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Profile > Address

**Person Header**

Name:	Granger, Hermione	Gender:	FEMALE	DOB:	09/01/1980
Person ID:	37145914	SSN:	***-**-1234	Age:	35 Yrs

**Address Details**

Address: 1234 Hogwarts JCT Baxter, TN 38544

**Address Type:** \* Residence

**Effective Date:** \* 04/19/2016

End Date:

[Get Driving Directions](#)

C/O:

[Spell Check](#) [Clear](#) 250

**Delivery Details:**

[Spell Check](#) [Clear](#) 250

**Environmental Hazard Details:**

[Spell Check](#) [Clear](#) 250

**Special Instructions:**

[Spell Check](#) [Clear](#) 250

[Apply](#) [Save](#) [Cancel](#)

- The **Address Tab** screen appears (Notice that the address has been entered and been selected as Primary)
- Click **Add Phone/Email**

Your data has been saved [close confirmation](#)

Basic	Demographics	Address	Add'l	Background	Safety Hazard												
<b>Person Header</b> <table border="1"> <tr> <td>Name:</td> <td>Granger, Hermione</td> <td>Gender:</td> <td>FEMALE</td> <td>DOB:</td> <td>09/01/1980</td> </tr> <tr> <td>Person ID:</td> <td>37145914</td> <td>SSN:</td> <td>***-**-1234</td> <td>Age:</td> <td>35 Yrs</td> </tr> </table>						Name:	Granger, Hermione	Gender:	FEMALE	DOB:	09/01/1980	Person ID:	37145914	SSN:	***-**-1234	Age:	35 Yrs
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<a href="#">Add Phone/Email</a>																	

[Apply](#) [Save](#) [Cancel](#)

- The **Contact Information** Screen appears.
- Add the **Type** of Contact from the drop down menu.
- If the information is being entered for the primary person in the record (person with the role of resource parent as opposed to the Co-Parent), click the box marked **Primary**.
- Add the **Contact**
- Click **Save**

TN Department of Children's Services TFACTS

STG home search incident reporting help & training customer care log off

Logged In: Mouse, Minnie [ Youth Villages ]

Person Header

Name: Granger, Hermione Gender: FEMALE DOB: 09/01/1980  
 Person ID: 37145914 SSN: \*\*\*-\*\*-1234 Age: 35 Yrs

Contact Information

Type: Cell ☒ Primary

Contact: (931) 555-1234

Description:

Save Cancel

- The **Address** Tab screen will appear
- Click **Save**

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Logged In: Mouse, Minnie [ Youth Villages ]

Your data has been saved close confirmation

Basic Demographics Address Add'l Background Safety Hazard

Person Header

Name: Grainger, Hermione Gender: FEMALE DOB: 09/16/1987  
 Person ID: 37145915 SSN: \*\*\*-\*\*-1234 Age: 28 Yrs

Person Address

View Address History

Type	Address	Effective Date	Primary	Hazard
select Residence	1234 Hogwarts JCT Baxter, TN 38544	04/19/2016	<input checked="" type="radio"/>	No delete

Add Address

Person Phone/Email

Type	Detail	Primary
select Cell	(931) 555-1234	Yes delete

Add Phone/Email

Apply Save Cancel



- The **Resource Home Inquiry** screen appears
- Add The **Role** of **Resource Parent** from the drop down list.
- To add a Co-Parent or other person to the home, click Add Member and repeat the steps described previously.
- Click **Save**

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Logged In: Mouse, Minnie [ Youth Villages ] | [help](#)

Your data has been saved. [close confirmation](#)

Resource > Inquiry > Resource Home Inquiry

**Resource Home Inquiry** | **Address/Contact** | **Referral Sources** | **Preferences** | **Activity Log**

**Inquiry Header**

**Inquiry Name:** Grainger, Hermione | **Organization:** Youth Villages | **Type:** Private Provider Resource Home | **Sub-Type:** Regular

**Organization:** \* Youth Villages | **Inquiry Type:** \* Private Provider Resource Home | **Inquiry Sub-Type:** \* Regular | **Inquiry Date:** \* 04/19/2016 | **Status:** \* Pending Inquiry

No Contact Date:

**Member List**

ID	Name	Gender	DOB	Age	Role	Prior Exp.
37145915	Grainger, Hermione	Female	09/16/1987	28 Yrs	Resource Parent	<a href="#">unlink</a>

[Add Member](#)

**Specific Children of Interest**

ID	Name	Related Resource Member	Relationship
----	------	-------------------------	--------------

[Link Child](#)

[Apply](#) [Save](#) [Cancel](#)

- If the inquiry person expresses interest in a specific child for whom they wish to provide foster care or adopt, user can link that child to the inquiry by clicking the **Link Child** button.

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Logged In: Mouse, Minnie [ Youth Villages ] | [help](#)

Resource > Inquiry > Resource Home Inquiry

**Resource Home Inquiry** | **Address/Contact** | **Referral Sources** | **Preferences** | **Activity Log**

**Inquiry Header**

**Inquiry Name:** Grainger, Hermione | **Organization:** Youth Villages | **Type:** Private Provider Resource Home | **Sub-Type:** Regular

**Organization:** \* Youth Villages | **Inquiry Type:** \* Private Provider Resource Home | **Inquiry Sub-Type:** \* Regular | **Inquiry Date:** \* 04/19/2016 | **Status:** \* Pending Inquiry

No Contact Date:

**Member List**

ID	Name	Gender	DOB	Age	Role	Prior Exp.
37145915	Grainger, Hermione	Female	09/16/1987	28 Yrs	Resource Parent	<a href="#">unlink</a>

[Add Member](#)

**Specific Children of Interest**

ID	Name	Related Resource Member	Relationship
----	------	-------------------------	--------------

[Link Child](#)

[Apply](#) [Save](#) [Cancel](#)

- The **Person Search Screen** appears. You can search for the child by clicking **Search**.
- Check the box next to the name of the child you wish to select
- Click **Choose**

Resource > Inquiry > Resource Home Inquiry

Person Search Criteria

Person ID:

OR

SSN:

OR

Reference Type:  Reference Number:

OR

Last Name:  First/Middle Name:

Date of Birth:  Gender:  Race:

Advanced Search Criteria

Sort Results By:

**Search** **Clear Form**

Person Search Results

Result(s) 1 - 50 of 150

	Person ID	Name	Address	Gender	DOB	% Match
<input type="checkbox"/>				Male		96
<input type="checkbox"/>		Mouse, Mickey		Female		96
<input checked="" type="checkbox"/>		Mouse, Mickey		Male	01/01/2000	96

**Choose** **Close** **Add Person**

- The **Resource Home Inquiry** Screen appears.
- Click the Referral Sources tab
- Select from the **Available Referral Sources** and click **Add** to move it to **Selected Referral Sources** (More than one referral source choices can be added)

**Note:** Recruitment Events can be recorded in TFACTS and linked to inquiries. The applicable recruiting event will only be available for selection if the person designated to document recruitment events in TFACTS has entered it. This options is not required for providers but available if they so choose.

- Click **Apply**

Resource > Inquiry > Referral Sources

Resource Home Inquiry Address/Contact Referral Sources Preferences Activity Log

Inquiry Header

Inquiry Name: Grainger, Hermione Organization: Youth Villages Type: Private Provider Resource Home Sub-Type: Regular

Referral Sources

Available Referral Sources:

- Other
- Phone Book
- Radio
- Recruitment Activity
- TV

Selected Referral Sources:

- Other Foster Parent

**Add >** **< Remove**

Spell Check **Clear** 100000

Attended Recruitment Events

Organization	Event Type	Event Name	Begin Date	End Date

**Link Event**

**Apply** **Save** **Cancel**

- Click the **Preferences** Tab.
- Enter all preferred **Acceptable Child Characteristics, Race and Ethnicity/Ancestry**
- Click Apply.

**Note:** Preference Information is not required for linking inquiry to a resource home.

**Note: Activity Log** is another tab in the inquiry. Information is optional for providers when linking an inquiry to a resource home.

- Click **Save**
- The **Inquiry Information** screen will appear
- **Select** the Inquiry that has been entered.

- The **Resource Home Inquiry** screen appears.
- If the inquiry is complete, it can change the **Status** to **Pending Approval** from the drop down box.
- Click **Save**

**Note:** At any time after the required information has been documented in the inquiry, the user can go to the **Resource Home Inquiry** screen in the inquiry and change the **Status** to **Pending Approval** in the dropdown box.

The screenshot shows the TFACTS Resource Home Inquiry screen. The top navigation bar includes the TN Department of Children's Services logo, TFACTS, and STG. The main header shows the breadcrumb: Resource > Inquiry > Resource Home Inquiry. The page is divided into several tabs: Resource Home Inquiry, Address/Contact, Referral Sources, Preferences, and Activity Log. The Resource Home Inquiry tab is active, showing the Inquiry Header with fields for Inquiry Name (Grainger, Hermione), Organization (Youth Villages), Type (Private Provider Resource Home), and Sub-Type (Regular). Below this, there are fields for Organization (Youth Villages), Inquiry Type (Private Provider Resource Home), Inquiry Date (04/19/2016), and Status (Pending Approval). The Status field is highlighted with a red box. There is also a No Contact Date field. Below the inquiry fields is a Member List table with columns: ID, Name, Gender, DOB, Age, Role, Prior Exp., and a link. The table contains one row for Grainger, Hermione, a female, DOB 09/16/1987, 28 Yrs, Role Resource Parent. Below the Member List is a section for Specific Children of Interest with columns: ID, Name, Related Resource Member, and Relationship. At the bottom of the screen, there are three buttons: Apply, Save, and Cancel. The Save button is highlighted with a red box.

Continue to the next sub topic

## Linking an Inquiry to a Resource Home Record

- The **Inquiry Information** screen appears. The Inquiry can now be linked to create a Resource Home record for approval.
- Click **Link** (the **Link** hyperlink will only be available once the inquiry record has been placed in Pending Approval Status)

**Note:** This screen could have many more inquiry records listed, depending on the amount that the selected Organization has assigned to it; user can better define the list by filtering on any of the options in the dropdowns or filtering by name as in the example.

TFACTS Department of Children's Services | STG | home | search | incident reporting | help & training | customer care | log off | Logged In: Mouse, Minnie [ Youth Villages ]

Home | Case | Resource | Administration | Directory | Due Lists | Inquiry | Recruitment | Training | help

Your data has been saved. [close confirmation](#)

Resource > Inquiry > Inquiry List

**Inquiry Search Criteria**

Organization: \* Youth Villages

Name (Last, First, Middle): Grainger

Inquiry Id:

Inquiry Type:  Inquiry Sub-Type:

Begin Date:  End Date:

Status:  Cancellation Reason:

Sort Results By:

[Filter](#) [Clear Form](#)

**Inquiry Information**

Result(s) 1 - 1 of 1

	Inquiry Name	Inquiry Date	Inquiry Type	Inquiry Sub-Type	Status	Organization	County/Region
<a href="#">select</a> <a href="#">link</a>	Grainger, Hermione	04/19/2016	Private Provider Resource Home	Regular	Pending Approval	Youth Villages	

[Add Inquiry](#)

- The **Potential Resource Home Matches** screen appears.
- Click **Add New Resource Home** (TFACTS will display any potential matches for the inquiry from existing resource home records. If the system returns a correct match, it will be listed on this screen and the user will click **link** to re-open the resource home.)

**Note:** If attempt to link an inquiry to a home that is in current Active status, and it is definitely a correct match, the home will have to be closed by the owning private provider before an inquiry can be linked to it. This could happen in situations where an existing resource home is seeking to become a resource home for another organization while still in active status in their existing private provider agency.

TFACTS Department of Children's Services | STG | home | search | incident reporting | help & training | customer care | log off | Logged In: Mouse, Minnie [ Youth Villages ]

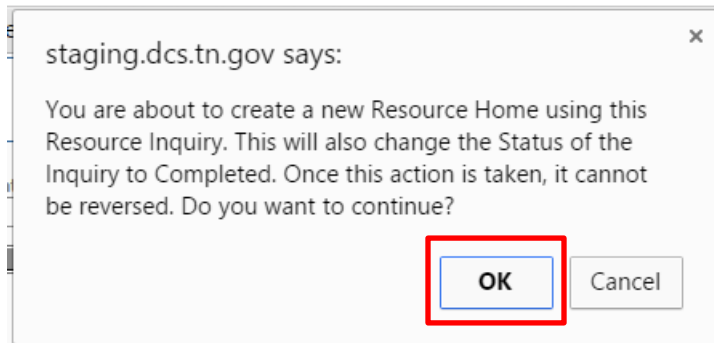
Resource > Inquiry > Inquiry List > Potential Resource Home Matches

**Potential Resource Home Matches**

Resource Home Name	SSN	D.O.B	Type	Sub-Type	Address	Organization
<a href="#">Add New Resource Home</a>						

[Close](#)

- A pop – up box will display stating: You are about to create a new Resource Home using the Resource Inquiry and will change the Status to Completed. Once Completed it cannot be reversed. Click **OK**



- The **Resource Summary** screen appears.

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 Logged In: Mouse, Minnie [ Youth Villages ] | [help](#)

Resource > Workload > Resource Summary

Basic	Address/Contact	Members	Relationships	Preferences												
<b>Resource Header</b> <b>Resource Name:</b> Grainger, Hermione <b>ID:</b> 37145916 <b>Type:</b> Private Provider Resource Home <b>Sub-Type:</b> Regular																
<b>Resource Name</b> <table border="1"> <thead> <tr> <th>Resource Name</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>GraingerHermione</td> <td>04/19/2016</td> <td></td> </tr> </tbody> </table>					Resource Name	Begin Date	End Date	GraingerHermione	04/19/2016							
Resource Name	Begin Date	End Date														
GraingerHermione	04/19/2016															
<b>Resource Type Information</b> Result(s) 1 - 1 of 1 <span style="float: right;">Page 1 of 1</span> <table border="1"> <thead> <tr> <th>Resource Type</th> <th>Sub-Type</th> <th>Organization</th> <th>Current Approval Status</th> <th>Type Begin Date</th> <th>Type End Date</th> </tr> </thead> <tbody> <tr> <td>Private Provider Resource Home</td> <td>Regular</td> <td>Youth Villages</td> <td><a href="#">Pending Approval</a></td> <td>04/19/2016</td> <td><a href="#">transfer</a></td> </tr> </tbody> </table>					Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date	Private Provider Resource Home	Regular	Youth Villages	<a href="#">Pending Approval</a>	04/19/2016	<a href="#">transfer</a>
Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date											
Private Provider Resource Home	Regular	Youth Villages	<a href="#">Pending Approval</a>	04/19/2016	<a href="#">transfer</a>											
<b>Closed/On Hold/Suspended Information</b> Result(s) 1 - 1 of 1 <span style="float: right;"><a href="#">View C/OH/SA History</a> Page 1 of 1</span> <table border="1"> <thead> <tr> <th>C/OH/SA</th> <th>Standing</th> <th>Reason</th> <th>Begin Date</th> </tr> </thead> <tbody> <tr> <td colspan="4"><a href="#">Add C/OH/SA</a></td> </tr> </tbody> </table>					C/OH/SA	Standing	Reason	Begin Date	<a href="#">Add C/OH/SA</a>							
C/OH/SA	Standing	Reason	Begin Date													
<a href="#">Add C/OH/SA</a>																
<b>Resource Reference Information</b> <table border="1"> <thead> <tr> <th>Reference Type</th> <th>Reference Number</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="3"><a href="#">Add Reference</a></td> </tr> </tbody> </table>					Reference Type	Reference Number	Description	<a href="#">Add Reference</a>								
Reference Type	Reference Number	Description														
<a href="#">Add Reference</a>																
<b>Assign To:</b> Mouse, Minnie <b>Assignment Begin Date:</b> 4/19/2016																
<a href="#">Apply</a> <a href="#">Save</a> <a href="#">Cancel</a>																

- Click on **Address/Contact** tab
- All information entered should all be available in the **Resource Summary** (Address/Contact, Members and Relationships) by clicking on the appropriate tab.
- Resource homes must have a **Residence** type address. If a new address needs to be added for the Resource home, it will need to be done through the home study. A new contact (phone) can be added by click **Add Contact**.

TN Department of Children's Services TFACTS STG

home | search | incident reporting | help & training | customer care | log off

Logged In: Mouse, Minnie [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: Grainger, Hermione ID: 37145923 Type: Private Provider Resource Home Sub-Type: Regular

Resource Address

Type	Address	Begin Date	End Date
<a href="#">select</a> Residence	1234 Hogwarts JCT Baxter, TN 38544	04/19/2016	

Resource Contact

Type	Details	Primary
<a href="#">select</a> Cell	(931) 555-1234	Yes

[Add Contact](#)

[Apply](#) [Save](#) [Cancel](#)

- Click **Members** tab

**Note:** New members are entered through the home study and not from this screen.

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Logged In: Mouse, Minnie [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact **Members** Relationships Preferences

Resource Header

Resource Name: Grainger, Hermione ID: 37145923 Type: Private Provider Resource Home Sub-Type: Regular

Current Active Members

[View Member History](#)

Name	Gender	DOB	Age	Role	Begin Date	
Grainger, Hermione	Female	09/20/1979	36 Yrs	Resource Parent	04/19/2016	<a href="#">training skills</a>
Wesley, Ronald	Male	03/15/1980	36 Yrs	Resource Co-Parent	04/19/2016	<a href="#">training skills</a>

Household Marital Status

Resource Parent Marital Status	Significant Other/Spouse	Begin Date
* Note: Marital Status Information can be maintained through Person Profile pages of the Resource Parent		

[Apply](#) [Save](#) [Cancel](#)

**Note:** You will not be able to add the Relationships until the home study has been added.

- Click on **Preferences** (The Preferences tab contains two items of information that must be completed before you can Save and leave the Resource Summary. The fields with \*red asterisk, **Gender**, and **Willing to Accept Sibling Group?**
- Click **Save**

TFACTS Storyboard • Resource Home Application for Private Providers

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships **Preferences**

Resource Header

Resource Name: Grainger, Hermione ID: 37145923 Type: Private Provider Resource Home Sub-Type: Regular

Demographic Preferences

Gender: \* Both Number of Children: 2 Willing to accept Sibling Group?: \* YES

Characteristics

0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior.  
 1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so.  
 2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior.  
 3 = Resource family is not willing to parent children who experience this condition or who display this behavior.  
 4 = Not selected.

Age (Incomplete)  
 Language (Incomplete)  
 Sexuality (Incomplete)  
 Family Situation (Incomplete)  
 Medical Needs (Incomplete)  
 Physical Health Needs (Incomplete)  
 Developmental Needs (Incomplete)  
 Behavioral and Emotional Needs (Incomplete)  
 Risk Behaviors and Other Behavioral Factors (Incomplete)  
 Activity/Interest

Apply **Save** Cancel

Continue to the next sub topic



## Adding a Resource Home

- The **Resource Overview** screen appears.
- Click **Home Study**

**Note:** Notice the Assignment Information has been added.

**Resource Overview**

Resource Name: Grainger, Hermione  
 Type: Private Provider Resource Home  
 Resource ID: 37208916  
 Primary Address: 1234 Hogwarts JCT. Baxter, TN 38544

Organization: Youth Villages  
 Sub-Type: Regular  
 Status: Pending Approval  
 Primary Contact: Cell(931) 555-1234

Approval Begin Date:  
 Approved Capacity:  
 Resource Actions:  
 Maintain Resource Information

**Assignment Information**

Organization	Employee Name	Supervisor Name	Assignment Role
Youth Villages	Mouse, Minnie B	Dis	Resource Parent Support Specialist

Resource Alerts  
 Alert Message ▲  
 0 items per page  
 No items to display

- Click **Add Home Study**

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Maintain Home Study History**

Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization
<b>Add Home Study</b>					

- The **Home Study** screen appears.
- **Home Study Type** and **Assessor** should be auto populated. Anything with a \* Red Asterisk needs to be completed.
- Click **Save**

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource » Workload » Home Study

Resource Header

Resource Name:	Grainger, Hermione	ID:	37208916	Type:	Private Provider Resource Home	Sub-Type:	Regular
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Home Study Details

Organization: Youth Villages

Home Study Type: \* Initial

Assessor: \* Minnie B Mouse

Begin Date: \* 04/20/2016

Recorded By: Mouse, Minnie

Created Date: 04/20/2016

Approval Types \*

<input checked="" type="checkbox"/> Adoptive	<input type="checkbox"/> Juvenile Justice	<input type="checkbox"/> ICPC Incoming
<input type="checkbox"/> Medically Fragile	<input checked="" type="checkbox"/> Therapeutic Treatment	<input type="checkbox"/> ICPC Outgoing
<input checked="" type="checkbox"/> Foster	<input type="checkbox"/> Kinship	<input type="checkbox"/> Expedited

Specific Children of Interest

Name	Related Resource Member	Relationship	Significant Role
<a href="#">Link Child</a>			

Assign To: \* Mouse, Minnie B

Assignment Begin Date: \* 04/20/2016

[Save](#) [Cancel](#)

- The **Resource Home Internet Links** and **Home Study Topics** screen will appear.
- The **Internet Links** section is used to perform the required internet checks for your applicants.
- **Home Study Topics** has each link that will have required information to complete the home study.
- Click on the **Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)** link.

**Note:** Training Completed does not have to be completed for the Home Study to be approved. The RHET Checklist is completed by the RHET team, and does not have to be completed for the home study to be approved. Child Specific is only required for Expedited Homes, which private provider agencies do not complete.

TFACTS

STG
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Logged In: Mouse, Minnie B [ Youth Villages ]

Home
Case
Resource
Administration

Directory
Due Lists
Inquiry
Recruitment
Training

Resource Header

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Home Study Details

Organization: Youth Villages Home Study Type: Initial  
Begin Date: 04/20/2016 Assessor: Mouse, Minnie B  
Recorded By: Mouse, Minnie B Created Date: 04/20/2016

Approval Types

Adoptive Foster Therapeutic Treatment

Internet Links

Links

[Abuse Registry Clearance](#)  
[National Sexual Offender Registry Clearance](#)  
[State Sexual Offender Registry Clearance](#)  
[TN Felony Offender Database Clearance](#)  
[Methamphetamine Offender Registry Clearance](#)

Home Study Topics

Resource Recording

Topic

Complete

[Basic Resource Home Information \(Name, Household Members, Address, Contact and Preferences\)](#) Not Completed  
[Verifications](#) Not Completed  
[Safety Audit](#) Not Completed  
[References](#) Not Completed  
[Home Environment](#) Not Completed  
[Training Completed](#) Not Completed  
[Disposition](#) Not Completed  
[RHET Checklist](#) Not Completed  
[Specific Child](#) Not Completed

Close

- The **Basic** screen will appear
- This page will Display the **Resource Name** and **Resource Type Information**.
- Any **Closed/On Hold/Suspended** information can be added here by clicking **Add C/OH/SA** (which you will not be using when entering the new home.) You will also be able to **View C/OH/SA History** by clicking the link.
- This page will allow you to enter **Resource Reference Information** by clicking on **Add Reference**.

**Note:** Notice the **Address/Contact** tab and **Members** tab. All the information that you previously entered will be populated there. You will be able to add/update any information. You will be able to Add Address, Add Contact or enter any additional Members.

- Click on **Relationships** tab

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with the TN Department of Children's Services logo, the TFACTS title, and a user profile section for 'STG' with links for home, search, incident reporting, help & training, customer care, and log off. Below this is a breadcrumb trail: 'Resource > Workload > Resource Summary'. The main content area is divided into several tabs: Basic, Address/Contact, Members, Relationships (highlighted with a red box), and Preferences. The Relationships tab is active, showing a 'Resource Header' section with fields for Resource Name (Grainger, Hermione), ID (37208916), Type (Private Provider Resource Home), and Sub-Type (Regular). Below this is a 'Resource Name' table with columns for Resource Name, Begin Date, and End Date, containing one row for Grainger, Hermione with a Begin Date of 04/20/2016. The 'Resource Type Information' section shows a table with columns for Resource Type, Sub-Type, Organization, Current Approval Status, Type Begin Date, Type End Date, and a transfer link. The 'Closed/On Hold/Suspended Information' section includes a table with columns for C/OH/SA, Standing, Reason, and Begin Date, and an 'Add C/OH/SA' button. The 'Resource Reference Information' section has a table with columns for Reference Type, Reference Number, and Description, and an 'Add Reference' button. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

- Notice the column **Number of Unspecified Relationships**. There can be no unspecified relationships in the home study. Select a member by clicking the **select** link.

## TFACTS Storyboard • Resource Home Application for Private Providers

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Relationship Grid +  
Member Status: Active Members Filter View All Relationships

Name	Number of Unspecified Relationships
select Grainger Hermione	1
select Weasley Ronald	1

Apply Save Cancel

- Select the **Relationship** from the drop down box. Click **Save**
- Notice the **Reciprocal Relationship** column. This will automatically add the relationship to the other member(s) in the home study.

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary > Relationships

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Relationships  
Relationship to: Grainger Hermione

Name	Relationship	Reciprocal Relationship
Weasley Ronald	Husband	

Save Cancel

- The **Resource Summary** screen appears. Notice the column **Number of Unspecified Relationships** is 0.
- Click **Apply**
- Click on **Preferences**

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Relationship Grid +  
Member Status: Active Members Filter View All Relationships

Name	Number of Unspecified Relationships
select Grainger Hermione	0
select Weasley Ronald	0

Apply Save Cancel

- The **Preferences** tab will appear
- **Gender** and **Willing to accept Sibling Group?** Was entered during the inquiry and is already populated.
- **Characteristics** section was not completed during the Inquiry. Notice the Ratings from 0-4. You will use these to answer the links listed below Characteristics. Click the + button beside **Age**.

TN Department of Children's Services | TFACTS | STG | home | search | incident reporting | help & training | customer care | log off | Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary

Basic	Address/Contact	Members	Relationships	Preferences
<b>Resource Header</b> <b>Resource Name:</b> Grainger, Hermione <b>ID:</b> 37208916 <b>Type:</b> Private Provider Resource Home <b>Sub-Type:</b> Regular				
<b>Demographic Preferences</b> <b>Gender: *</b> Both <b>Number of Children :</b> <input type="text"/> <b>Willing to accept Sibling Group?: *</b> YES				
<b>Characteristics</b> 0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior. 1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so. 2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior. 3 = Resource family is not willing to parent children who experience this condition or who display this behavior. 4 = Not selected.				
<div> <div>+</div> <b>Age</b> (Incomplete)         </div> <div> <div>+</div> <b>Language</b> (Incomplete)         </div> <div> <div>+</div> <b>Sexuality</b> (Incomplete)         </div> <div> <div>+</div> <b>Family Situation</b> (Incomplete)         </div> <div> <div>+</div> <b>Medical Needs</b> (Incomplete)         </div> <div> <div>+</div> <b>Physical Health Needs</b> (Incomplete)         </div> <div> <div>+</div> <b>Developmental Needs</b> (Incomplete)         </div> <div> <div>+</div> <b>Behavioral and Emotional Needs</b> (Incomplete)         </div> <div> <div>+</div> <b>Risk Behaviors and Other Behavioral Factors</b> (Incomplete)         </div> <div> <div>+</div> <b>Activity/Interest</b> </div>				
<div> <div>Apply</div> <div>Save</div> <div>Cancel</div> </div>				

- Add the correct number that is the foster family's preference. The rating can also be given the same number for all by clicking the **Apply All** dropdown box.
- Click **Apply**

**Note:** The Strengths and Needs checklist is typically completed during PATH classes.

TN Department of Children's Services TFACTS STG

home | search | incident reporting | help & training | customer care | log off

Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Demographic Preferences

Gender: \* Both Number of Children: Willing to accept Sibling Group?: \* YES

Characteristics

0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior.  
 1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so.  
 2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior.  
 3 = Resource family is not willing to parent children who experience this condition or who display this behavior.  
 4 = Not selected.

**Age (Incomplete)**

Apply All: ▼

Description	0	1	2	3	4
Infants (0 - 2 years)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Toddlers (3 - 5 years)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle Childhood (6 - 12 years)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teenagers (13 years and older)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Language (Incomplete)**

**Sexuality (Incomplete)**

**Family Situation (Incomplete)**

**Medical Needs (Incomplete)**

**Physical Health Needs (Incomplete)**

**Developmental Needs (Incomplete)**

**Behavioral and Emotional Needs (Incomplete)**

**Activity/Interest**

Apply Save Cancel

- Click on each **Topic's** plus sign + (**Language, Sexuality, Family Situation, Medical Needs, Developmental Needs, Behavioral and Emotional Needs, Risk Behaviors and other Behavior Factor and Activity/Interests**) give each topic the rating each needs. Click **Apply** when you complete each topic. Notice that once all preferences added the (Incomplete) beside each topic is removed.
- Click **Save**

Your data has been saved. [close confirmation](#)

Resource > Workload > Resource Summary

Basic	Address/Contact	Members	Relationships	Preferences
<b>Resource Header</b> <b>Resource Name:</b> Grainger, Hermione <b>ID:</b> 37208916 <b>Type:</b> Private Provider Resource Home <b>Sub-Type:</b> Regular				
<b>Demographic Preferences</b> <b>Gender:</b> * Both <b>Number of Children :</b> <input type="text"/> <b>Willing to accept Sibling Group ? :</b> * YES ▼				
<b>Characteristics</b> 0 = Resource family has demonstrated an ability and willingness to parent children who experience this condition or who displayed this behavior. 1 = Resource family have some previous experience or training AND is willing to parent children who experience this condition or who display this behavior, but has not demonstrated an ability to do so. 2 = Resource family does not have past experience or training BUT is willing to learn how to parent children who experience this condition or who display this behavior. 3 = Resource family is not willing to parent children who experience this condition or who display this behavior. 4 = Not selected.				
<div> <input type="checkbox"/> Age           <input type="checkbox"/> Language           <input type="checkbox"/> Sexuality           <input type="checkbox"/> Family Situation           <input type="checkbox"/> Medical Needs           <input type="checkbox"/> Physical Health Needs           <input type="checkbox"/> Developmental Needs           <input type="checkbox"/> Behavioral and Emotional Needs           <input type="checkbox"/> Risk Behaviors and Other Behavioral Factors           <input type="checkbox"/> Activity/Interest         </div>				
<input type="button" value="Apply"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>				



- The **Home Study Topics** screen appears
- Notice **Basic Resource Home Information** now shows completed
- Click on **Verifications**

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Logged In: Mouse, Minnie B [ Youth Villages ]

**Home** | **Case** | **Resource** | **Administration**

**Directory** | **Due Lists** | **Inquiry** | **Recruitment** | **Training** | [help](#)

Your data has been saved. [close confirmation](#)

**Resource Header**

<b>Resource Name:</b>	Grainger, Hermione	<b>ID:</b>	37208916	<b>Type:</b>	Private Provider Resource Home	<b>Sub-Type:</b>	Regular
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**Home Study Details**

<b>Organization:</b>	Youth Villages	<b>Home Study Type:</b>	Initial
<b>Begin Date:</b>	04/20/2016	<b>Assessor:</b>	Mouse, Minnie B
<b>Recorded By:</b>	Mouse, Minnie B	<b>Created Date:</b>	04/20/2016

**Approval Types**

Adoptive Foster Therapeutic Treatment

**Internet Links**

Links
<a href="#">Abuse Registry Clearance</a>
<a href="#">National Sexual Offender Registry Clearance</a>
<a href="#">State Sexual Offender Registry Clearance</a>
<a href="#">TN Felony Offender Database Clearance</a>
<a href="#">Methamphetamine Offender Registry Clearance</a>

**Home Study Topics**

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
<b>Verifications</b>	Not Completed
Safety Audit	Not Completed
References	Not Completed
Home Environment	Not Completed
Training Completed	Not Completed
Disposition	Not Completed
RHET Checklist	Not Completed
Specific Child	Not Completed

[Close](#)

- The **Verification Task List** screen appears
- Click **Select** by Member's name for Abuse Registry

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Logged In: Mouse, Minnie B [ Youth Villages ]

**Verification Task List** | **Verification Task Waiver** | [help](#)

**Resource Header**

<b>Resource Name:</b>	Grainger, Hermione	<b>ID:</b>	37208916	<b>Type:</b>	Private Provider Resource Home	<b>Sub-Type:</b>	Regular
-----------------------	--------------------	------------	----------	--------------	--------------------------------	------------------	---------

**Home Study**

<b>Home Study Type:</b>	Initial	<b>Assessor:</b>	Mouse, Minnie B	<b>Begin Date:</b>	04/20/2016
-------------------------	---------	------------------	-----------------	--------------------	------------

**Maintain Verification Tasks**

Verification Task	Status	Date
<b>Abuse Registry</b>		
<a href="#">select</a> Ronald Weasley		
<a href="#">select</a> Hermione Grainger		
<b>Authorization for Release of Information</b>		
<a href="#">select</a> Ronald Weasley		
<a href="#">select</a> Hermione Grainger		
<b>Birth Certificates</b>		
<a href="#">select</a> Ronald Weasley		
<a href="#">select</a> Hermione Grainger		

- **Verification Details** screen appears.
- Fill out the **Status** and **Date**. (Any Narrative can be added in the Narrative box.)
- Click **Save**

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Logged In: Mouse, Minnie B [ Youth Villages ]

[help](#)

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Home Study**

Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

**Verification Details**

Task: Abuse Registry  
For: Ronald Weasley

Status: \* Verified Date: 04/20/2016

Narrative: something

Spell Check Clear 1990

Apply **Save** Cancel

- Continue to verify each task on the list for the corresponding members of the home.
- Notice the **Status** will state Verified, Non-applicable, etc. in the Status Column.
- Click **Close**

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Logged In: Mouse, Minnie B [ Youth Villages ]

[help](#)

**Verification Task List** | **Verification Task Waiver**

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Home Study**

Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

**Maintain Verification Tasks**

Verification Task	Status	Date
<a href="#">select</a> Abuse Registry Ronald Weasley	VERIFIED	04/20/2016
<a href="#">select</a> Hermione Grainger	VERIFIED	04/20/2016
<a href="#">select</a> Authorization for Release of Information Ronald Weasley	VERIFIED	04/20/2016
<a href="#">select</a> Hermione Grainger	VERIFIED	04/20/2016
<a href="#">select</a> Resource Home Relative Disclosure Statement	VERIFIED	04/20/2016
<a href="#">select</a> Resource Home	VERIFIED	04/20/2016
<a href="#">select</a> Required Visits Completed Resource Home	VERIFIED	04/20/2016
<a href="#">select</a> Substitute W-9 Resource Home	VERIFIED	04/20/2016
<a href="#">select</a> Vehicle Registration Resource Home	VERIFIED	04/20/2016
<a href="#">select</a> Well Water Test Certificate Resource Home	NOTAPPLICABLE	

**Close**

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | [/resource/home\\_study\\_verification\\_list.jsp](#) rm07b\_s03\_home\_study\_verification\_waivers STG32 version 2.005.18 (04-14-2016 01:49 PM)

- The **Home Study Topics** page appears
- Once **Topics** have been entered, they will automatically become marked as Completed.
- Click **Safety Audit** link
- Information from the Home Safety Checklist can be entered.

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Home

Case

Resource

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Directory

Due Lists

Inquiry

Recruitment

Training

Logged In: Mouse, Minnie B [ Youth Villages ]

help

Resource Header

Resource Name:	Grainger, Hermione	ID:	37208916	Type:	Private Provider Resource Home	Sub-Type:	Regular
----------------	--------------------	-----	----------	-------	--------------------------------	-----------	---------

Home Study Details

Organization:	Youth Villages	Home Study Type:	Initial
Begin Date:	04/20/2016	Assessor:	Mouse, Minnie B
Recorded By:	Mouse, Minnie B	Created Date:	04/20/2016

Approval Types

Adoptive	Foster	Therapeutic Treatment
----------	--------	-----------------------

Internet Links

Links
<a href="#">Abuse Registry Clearance</a>
<a href="#">National Sexual Offender Registry Clearance</a>
<a href="#">State Sexual Offender Registry Clearance</a>
<a href="#">TN Felony Offender Database Clearance</a>
<a href="#">Methamphetamine Offender Registry Clearance</a>

Home Study Topics

Topic	Complete
<a href="#">Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)</a>	Completed
<a href="#">Verifications</a>	Completed
<a href="#">Safety Audit</a>	Not Completed
<a href="#">References</a>	Not Completed
<a href="#">Home Environment</a>	Not Completed
<a href="#">Training Completed</a>	Not Completed
<a href="#">Disposition</a>	Not Completed
<a href="#">RHET Checklist</a>	Not Completed
<a href="#">Specific Child</a>	Not Completed

Close

- The **Home Safety Checklist** screen appears
- The **Home Safety Checklist** has topics listed with + box you can click to complete the checklist.

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 Logged In: Mouse, Minnie B [ Youth Villages ] | [help](#)

**Home Safety Checklist**

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Home Study**

Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

**Home Safety Checklist**

**Household Requirements** (Incomplete)

Yes	No	Will Comply	N/A	Not Selected	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Designated spaces for informal living, dining, food preparation and storage; separate rooms for sleeping and bathing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stable supply of heat provided and maintained to rooms being occupied.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Garbage, refuse and other wastes disposed of in a way that does not constitute a health hazard.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mirrors and other wall attachments fixed securely to walls.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maximum temperature of hot water in bathroom 120 degrees or less.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Steps or railings sturdy, appropriately spaced and in good repair.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Extension cords in good repair.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electrical outlets covered and not overloaded.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electrical appliances and cords out of young children's reach.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Radiators, hot water pipes and fireplaces covered.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exits and stairways gated or otherwise secured for infants and young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rugs and other moveable floor coverings safely secured.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Matches inaccessible to children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cleaning materials stored in locked cabinets, inaccessible to children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Toys safe, clean and in good repair.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Decorative mobiles out of the reach of young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pot handles placed toward the back of the stove, out of the reach of young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Knives, scissors and other sharp instruments kept out of the reach of young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Windows, screens and balcony doors in high-rise apartment buildings secured by safety catches.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cords on blinds and drapes constructed without loops and kept out of the reach of young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Television sets on tables or stands fastened securely.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unused refrigerators/freezers/stoves stored with doors removed.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adequate pest control.

**Means of Communication** (Incomplete)

**Fire Safety** (Incomplete)

- Check each box and answer the safety questions.
- Click **Save**

Yes	No	Will Comply	N/A	Not Selected	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Inform and instruct child about potential danger of certain types of farm equipment, structures and livestock (where applicable).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Inform and instruct child about water safety and potential danger of specific water hazards i.e. wells, water troughs, lakes, rivers, reservoirs, culverts, tubs, ponds, swimming pools, Jacuzzi tubs.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Swimming pools on property are secured with a locked gate.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Internet adult sites, adult videos, and other such adult materials are inaccessible to children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Precautions in place to protect children from second-hand smoke.

**Pets** (Incomplete)

Yes	No	Will Comply	N/A	Not Selected	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pets have been inoculated and shots are up-to-date.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Potentially dangerous situations involving animals discussed and understood.

**Automobile Safety** (Incomplete)

Yes	No	Will Comply	N/A	Not Selected	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automobile in safe operating condition.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Valid Driver's License for each person driving children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Equipped with child safety seats for infants/young children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Equipped with booster seats for older children, less than 8 years of age or weighing less than 80 lbs.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Equipped with safety seat belts for each person.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All safety seats and belts meet standard safety regulations.

**Water Source** (Incomplete)

Yes	No	Will Comply	N/A	Not Selected	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Municipal water system.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Well water.

**Apply** **Save** **Cancel**

- The **Home Study Topics** screen appears
- Click on **References**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Home

Case

Resource

Administration

Directory

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Inquiry

Recruitment

Training

help

Resource Header

Resource Name:

Grainger, Hermione

ID:

37208916

Type:

Private Provider Resource Home

Sub-Type:

Regular

Home Study Details

Organization:

Youth Villages

Home Study Type:

Initial

Begin Date:

04/20/2016

Assessor:

Mouse, Minnie B

Recorded By:

Mouse, Minnie B

Created Date:

04/20/2016

Approval Types

Adoptive

Foster

Therapeutic Treatment

Internet Links

Links

Abuse Registry Clearance

National Sexual Offender Registry Clearance

State Sexual Offender Registry Clearance

TN Felony Offender Database Clearance

Methamphetamine Offender Registry Clearance

Home Study Topics

Resource Recording

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
Verifications	Completed
Safety Audit	Completed
References	Not Completed
Home Environment	Not Completed
Training Completed	Not Completed
Disposition	Not Completed
RHET Checklist	Not Completed
Specific Child	Not Completed

Close

- The **Add Reference** screen appears
- Click **Add Reference**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Home

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Resource Header

Resource Name:

Grainger, Hermione

ID:

37208916

Type:

Private Provider Resource Home

Sub-Type:

Regular

Home Study

Home Study Type:

Initial

Assessor:

Mouse, Minnie B

Begin Date:

04/20/2016

Maintain References

Reference Name	Address	Reference For	Reference Type	Assessment
Add Reference				

Close

- The Reference Details screen will appear
- Add **Reference Name** (you will have to perform a search to locate the Reference Person and if they are not in the TFACTS system you will Add Person.) **Reference Type, Date Received, Assessment** and a Narrative to Address Verification.
- Click **Save**

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

Reference Details  
Reference Name: \* Potter, Harry Link Person Unlink Person  
Reference For: \* Resource Parent  
Date Received: \* 04/20/2016  
Reference Type: \* Non-Relative  
Assessment: \* Positive  
Address:  
Verification Comments:  
Spell Check Clear 1000  
Apply Save Cancel

- The **Maintain References** screen appears
- To add another reference Click **Add Reference** and complete the same process.
- When all references entered Click **Close**

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

Maintain References  

	Reference Name	Address	Reference For	Reference Type	Assessment	
<a href="#">select</a>	Harry Potter		RESOURCEPARENT	NONRELATIVE	Positive	<a href="#">delete</a>

Add Reference  
Close

- The **Home Study Topics** screen appears
- Click on **Home Environment**

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Resource Header

Resource Name:	Grainger, Hermione	ID:	37208916	Type:	Private Provider Resource Home	Sub-Type:	Regular
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Home Study Details

Organization:	Youth Villages	Home Study Type:	Initial
Begin Date:	04/20/2016	Assessor:	Mouse, Minnie B
Recorded By:	Mouse, Minnie B	Created Date:	04/20/2016

Approval Types

Adoptive	Foster	Therapeutic Treatment
----------	--------	-----------------------

Internet Links

Links
<a href="#">Abuse Registry Clearance</a>
<a href="#">National Sexual Offender Registry Clearance</a>
<a href="#">State Sexual Offender Registry Clearance</a>
<a href="#">TN Felony Offender Database Clearance</a>
<a href="#">Methamphetamine Offender Registry Clearance</a>

Home Study Topics

Topic	Complete
Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)	Completed
<a href="#">Verifications</a>	Completed
<a href="#">Safety Audit</a>	Completed
<a href="#">References</a>	Completed
<b>Home Environment</b>	Not Completed
<a href="#">Training Completed</a>	Not Completed
<a href="#">Disposition</a>	Not Completed
<a href="#">RHET Checklist</a>	Not Completed
<a href="#">Specific Child</a>	Not Completed

Close

- The **Home Info** Screen appears
- Fill out with appropriate home information.
- Click **Apply**
- Click on **Living Conditions** tab

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 [log off](#)

Logged In: Mouse, Minnie B [ Youth Villages ]

Home Info

Living Conditions

Outdoor / Neighborhood

Transportation

Resource Header

Resource Name:

Grainger, Hermione

ID:

37208916

Type:

Private Provider Resource Home

Sub-Type:

Regular

Home Study

Home Study Type:

Initial

Assessor:

Mouse, Minnie B

Begin Date:

04/20/2016

Maintain Home Information

Description of Home is Applicable to the Following Primary Address of the Resource Home:

1234 Hogwarts JCT Baxter, TN 38544

Room Information

# of Bedrooms:

4

# of Bathrooms:

3.0

# of Beds:

4

Sq. Footage of Home:

1800

Handicap Accessible?:

☒

Bed/Bath Details:

Spell Check

Clear

18000

Local Schools

Elementary School:

Hogwarts Elem.

Middle/Jr. High School

Hogwarts Middle

High School

Hogwarts High

Home Schooling Plans:

Does the Applicant Plan to Home School?:

No

Has the Applicant been Approved by the Public School District to Home School?:

No

Apply

Save

Cancel



- The **Living Conditions** screen appears
- Add information and click **Apply**
- Click on **Outdoor/Neighborhood** tab.

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Logged In: Mouse, Minnie B [ Youth Villages ]

Home Info

Living Conditions

Outdoor / Neighborhood

Transportation

Resource Header

Resource Name:

Grainger, Hermione

ID:

37208916

Type:

Private Provider Resource Home

Sub-Type:

Regular

Home Study

Home Study Type:

Initial

Assessor:

Mouse, Minnie B

Begin Date:

04/20/2016

Living Conditions

Description of Family's Home

Briefly describe the livable conditions and general atmosphere (for example, furnishings, housekeeping, etc.):

Add Narrative

Spell Check

Clear

9986

Smoking Conditions

Is Smoking Allowed in the House?

No

Does Any Family Member Smoke?

No

Pet Conditions

Are there Pets in the Home?

Yes

Do Pets Meet Local Safety Requirements?

Yes

Describe/List Pets in the Home:

Crookshanks the cat

Spell Check

Clear

9981

Home Business Conditions

Does the Applicant Operate a Business from the Home?

No

What Type of Business?

If Applicable, Describe Business and the Impact of the Home Business on Foster/Adoption Plan:

Spell Check

Clear

8000

Apply

Save

Cancel

- The **Outdoor/Neighborhood** screen appears
- Add information and click **Apply**
- Click **Transportation** tab

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Home Info Living Conditions Outdoor / Neighborhood **Transportation**

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

Maintain Outdoor & Neighborhood Information

Outdoor Home Amenities  
☒ Fenced and Locked Gate ☒ Fenced Yard ☐ Hot Tub  
☒ Play Equipment ☐ Pool/Pond/Lake ☐ Trampoline  
☐ Well  
 Approved Comments:  
 Spell Check Clear 1000

Outdoor Safety Conditions  
 Describe Safety Issues of Areas Around the Outside of the Home:  
 none notes  
 Spell Check Clear 3990

Neighborhood Conditions  
 Describe the Neighborhood in which the Home is Located:  
 Suburbs  
 Spell Check Clear 3993

Apply Save Cancel

- The **Transportation Screen** appears
- Add information and click **Apply**
- Click **Save**

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Home Info Living Conditions Outdoor / Neighborhood **Transportation**

Resource Header  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Home Study  
Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

Vehicle Information  
 Number of Operational Vehicles: 2 Number of Infant Car Seats: 1  
 Number of Toddler Car Seats: 1 Seat Capacity of Largest Vehicle: 5  
 Handicap Accessible Vehicles: ☒

Alternative Transportation Information  
 Is the Home on a City Bus Line Route? Yes  
 Distance to Nearest Bus Stop: 2 miles  
 Describe Alternative Transportation Plan if Family does not Own an Operating Vehicle or Lives Near a Bus Line:  
 Spell Check Clear 250

Apply Save Cancel

- The **Home Study Topics** screen appears
- Click on **Disposition**

**Note:** Training Completed does not have to be completed for the Home Study to be approved. The RHET Checklist is completed by the RHET team, and does not have to be completed for the home study to be approved. Child Specific is only required for Expedited Homes, which private provider agencies do not complete.

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Home

Case

Resource

Administration

Directory

Due Lists

Inquiry

Recruitment

Training

[help](#)

Your data has been saved. [close confirmation](#)

Resource Header

<b>Resource Name:</b>	Grainger, Hermione	<b>ID:</b>	37208916	<b>Type:</b>	Private Provider Resource Home	<b>Sub-Type:</b>	Regular
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Home Study Details

Organization:	Youth Villages	Home Study Type:	Initial
Begin Date:	04/20/2016	Assessor:	Mouse, Minnie B
Recorded By:	Mouse, Minnie B	Created Date:	04/20/2016

Approval Types

Adoptive	Foster	Therapeutic Treatment
----------	--------	-----------------------

Internet Links

Links
<a href="#">Abuse Registry Clearance</a>
<a href="#">National Sexual Offender Registry Clearance</a>
<a href="#">State Sexual Offender Registry Clearance</a>
<a href="#">TN Felony Offender Database Clearance</a>
<a href="#">Methamphetamine Offender Registry Clearance</a>

Home Study Topics

Resource Recording

Topic	Complete
<a href="#">Basic Resource Home Information (Name, Household Members, Address, Contact and Preferences)</a>	Completed
<a href="#">Verifications</a>	Completed
<a href="#">Safety Audit</a>	Completed
<a href="#">References</a>	Completed
<a href="#">Home Environment</a>	Completed
<a href="#">Training Completed</a>	Not Completed
<a href="#">Disposition</a>	Not Completed
<a href="#">RHET Checklist</a>	Not Completed
<a href="#">Specific Child</a>	Not Completed

Close

- The **Maintain Home Study Disposition** screen appears
- Add information
- On **Disposition**, if a supervisor is entering they can enter **Approved**. If not a supervisor **Pending Approval** is selected and routed to Supervisor.
- Click **Save**

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Home Study**

Home Study Type: Initial Assessor: Mouse, Minnie B Begin Date: 04/20/2016

**Maintain Home Study Disposition**

Applicants have been informed of Adoption Assistance program? Yes ▾

Agency's Supervisory Review Program has been Explained to Applicant(s)? Yes ▾

Additional Comments:

Spell Check Clear 4000

**Disposition Information**

Disposition: \* Approved ▾

Supervisory Approval Date: 04/20/2016 Approved By: Mouse, Minnie

Verbal Approval Date: 04/20/2016 Verbally Approved By: Tina Dishman ▾

Approval Begin Date: 04/20/2016 Approval End Date: 04/20/2018

Approved Capacity: 3 Gender Approved For: Both ▾

Save Cancel

**Note:** Once a home study is approved, it is locked and cannot be edited. Any correction will have to be entered through a new home study assessment.

- This is what the Home study will look like in **Maintain Home Study History**

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Maintain Home Study History**

Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization
Initial	04/20/2016	Approved	04/20/2016	04/19/2018	Youth Villages

select report

Add Home Study Add Addendum

Continue to the next sub topic

## Adding a Resource Home Reassessment

Reassessments for Resource Homes are added from the Maintain Home Study History screen.

- On the **Maintain Home Study History** screen click **Add Home Study**

The screenshot shows the TFACTS interface with the 'Maintain Home Study History' section. The 'Add Home Study' button is highlighted with a red box. The interface includes a sidebar with navigation links like 'Resource Overview', 'Placements/Services', and 'Home Study'. The main area displays a table of home study history with columns for Home Study Type, Begin Date, Disposition, Approval Date, Approval End Date, and Organization. Below the table are buttons for 'Add Home Study' and 'Add Addendum'.

- Select a **Home Study Type** from the drop down box (Reassessment), **Assessor**, **Begin Date** and **Approval Types** (Assessor and Approval Types will pre-populate)
- Click **Save**

The screenshot shows the 'Add Home Study' form in TFACTS. The 'Home Study Type' dropdown is set to 'Reassessment'. The 'Assessor' dropdown is set to 'Minnie B Mouse'. The 'Begin Date' is set to '04/20/2016'. The 'Approval Types' section is expanded, showing checkboxes for 'Adoptive', 'Medically Fragile', 'Foster', 'Juvenile Justice', 'Therapeutic Treatment', 'Kinship', 'ICPC Incoming', 'ICPC Outgoing', and 'Expedited'. The 'Save' button is highlighted with a red box.

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- The **Disposition** screen appears
- Add the correct information. Click **Disposition** and add approved (if supervisor) or pending approval on worker. Add the information needed.
- Click **Save**

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**Resource Header**

<b>Resource Name:</b>	Grainger, Hermione	<b>ID:</b>	37208916	<b>Type:</b>	Private Provider Resource Home	<b>Sub-Type:</b>	Regular
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**Home Study**

<b>Home Study Type:</b>	Reassessment	<b>Assessor:</b>	Mouse, Minnie B	<b>Begin Date:</b>	04/20/2016
-------------------------	--------------	------------------	-----------------	--------------------	------------

**Maintain Home Study Disposition**

Applicants have been informed of Adoption Assistance program? Yes ▾

Agency's Supervisory Review Program has been Explained to Applicant(s)? Yes ▾

Additional Comments:

[Spell Check](#) [Clear](#) 4000

**Disposition Information**

<b>Disposition: *</b>	Approved ▾
Supervisory Approval Date:	04/20/2016
Verbal Approval Date:	04/20/2016
Approval Begin Date:	04/20/2016
Approved Capacity:	3
Approved By:	Mouse, Minnie
Verbally Approved By:	Tina Dishman ▾
Approval End Date:	04/19/2018
Gender Approved For:	Both ▾

[Save](#) [Cancel](#)

Continue to the next sub topic

## Adding an Addendum

- On Maintain Home Study History page, click on Add Addendum

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**Home** | **Case** | **Resource** | **Administration**

**Directory** | **Due Lists** | **Inquiry** | **Recruitment** | **Training** | [help](#)

[Resource Overview](#)  
[Resource Recording Forms/Notices](#)  
[Document](#)

[Placements/Services](#)

**Home Study**  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)

[Ayl. Serv./SH Aqmts/Pmt. Sites](#)

**Resource Header**  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Maintain Home Study History**

	Home Study Type	Begin Date	Disposition	Approval Date	Approval End Date	Organization	
<a href="#">select report</a>	Reassessment	04/20/2016	Pending Approval			Youth Villages	<a href="#">delete document</a>
<a href="#">select report</a>	Initial	04/20/2016	Approved	04/20/2016	04/19/2018	Youth Villages	<a href="#">document</a>

**Add Addendum**

- The **Home Study Details** screen appears
- Home Study Type, Assessor, and Approval Types** will all prepopulate.
- Add the **Begin Date and Addendum Information**.

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**Resource » Workload » Home Study**

**Resource Header**  
Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Home Study Details**  
Organization: Youth Villages  
Home Study Type: \* Initial - Addendum Assessor: \* Minnie B Mouse  
Begin Date: \* 04/20/2016  
Recorded By: Mouse, Minnie Created Date: 04/20/2016

**Approval Types \***  
☒ Adoptive ☐ Juvenile Justice ☐ ICPC Incoming  
☐ Medically Fragile ☒ Therapeutic Treatment ☐ ICPC Outgoing  
☒ Foster ☐ Kinship ☐ Expedited

**Addendum Information**  
**Select All that Apply: \***  
☐ Name Change ☐ Contact Change ☐ Inactive HH Member  
☒ Change Approved Capacity ☐ Change Approved Gender ☐ Marriage Status  
 Comments:

**Specific Children of Interest**

Name	Related Resource Member	Relationship	Significant Role
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**Save** **Cancel**



- **Maintain Home Study Disposition** screen appears
- In this example we changed the **Approved Capacity**. Enter all the correct dates. Change the number and click **Save**

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Your data has been saved [close confirmation](#)

**Resource Header**

<b>Resource Name:</b>	Grainger, Hermione	<b>ID:</b>	37208916	<b>Type:</b>	Private Provider Resource Home	<b>Sub-Type:</b>	Regular
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**Home Study**

<b>Home Study Type:</b>	Initial - Addendum	<b>Assessor:</b>	Mouse, Minnie B	<b>Begin Date:</b>	04/20/2016
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**Maintain Home Study Disposition**

Applicants have been informed of Adoption Assistance program?

Agency's Supervisory Review Program has been Explained to Applicant(s)?

Additional Comments:

**Spell Check**  4000

**Disposition Information**

<b>Disposition: *</b>	Approved
Supervisory Approval Date:	Approved By:
Verbal Approval Date: 04/20/2016	Verbally Approved By: Tina Dishman
Approval Begin Date: 04/20/2016	Approval End Date: 04/19/2018
Approved Capacity: 4	Gender Approved For: Both

Continue to the next sub topic

## Entering a Closed/On-Hold/Suspended Status

Demonstrates how to Add Closed/On-Hold/Suspended Status

- On the **Resource Overview** screen click on **Maintain Resource Information**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Home Case Resource Administration

Directory Due Lists Inquiry Recruitment Training

Resource Overview

Resource Name: Grainger, Hermione  
 Type: Private Provider Resource Home  
 Resource ID: 37208916  
 Primary Address: 1234 Hogwarts JCT. Baxter, TN 38544  
 Approval Begin Date: 04/20/2016  
 Approved Capacity: 3

Organization: Youth Villages  
 Sub-Type: Regular  
 Status: Approved  
 Primary Contact: Cell(931) 555-1234  
 Approval End Date: 04/19/2018  
 Gender: Both

Resource Actions  
 Maintain Resource Information

Assignment Information

Organization	Employee Name	Supervisor Name	Assignment Role
Youth Villages	Mouse, Minnie B	Dishman, Tina	Resource Parent Support Specialist

Resource Alerts

Alert Message ▲

10 items per page

No items to display

Close

- Click on **Add C/OH/SA**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: Black, Sirius ID: 33892819 Type: Private Provider Resource Home Sub-Type: Regular

Resource Name

Resource Name	Begin Date	End Date
Black, Sirius	11/02/2015	

Resource Type Information

Result(s) 1 - 1 of 1

Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date
Private Provider Resource Home	Regular	Youth Villages	Approved	11/02/2015	

Closed/On Hold/Suspended Information

Result(s) 1 - 1 of 1

C/OH/SA	Standing	Reason	Begin Date

Add C/OH/SA

Resource Reference Information

Reference Type	Reference Number	Description

Add Reference

Apply Save Cancel

- The **Resource Status Information** screen appears
- Add **Resource Status** from the drop down box, **Suspended Admission/On Hold Reason** and **Begin Date**.
- **Suspended Admissions, On-Hold and Probation** will have the same screen and will have the same questions to answer.
- Click **Ok**

**Note:** You cannot suspend and un-suspend a resource home on the same day.

Resource Header

Resource Name: Black, Sirius ID: 33892819 Type: Private Provider Resource Home Sub-Type: Regular

Resource Status Information

Resource Status: \* On-Hold

Suspended Admission/On Hold Reason: \* Vendor Request

Begin Date: \* 04/01/2016 End Date: [ ]

Ok Cancel

- To take the home off hold, click **Select** for the On-Hold

Resource > Workload > Resource Summary

Basic Address/Contact Members Relationships Preferences

Resource Header

Resource Name: Black, Sirius ID: 33892819 Type: Private Provider Resource Home Sub-Type: Regular

Resource Name

Resource Name	Begin Date	End Date
Black, Sirius	11/02/2015	

Resource Type Information

Result(s) 1 - 1 of 1

Resource Type	Sub-Type	Organization	Current Approval Status	Type Begin Date	Type End Date
Private Provider Resource Home	Regular	Youth Villages	Approved	11/02/2015	transfer

Closed/On Hold/Suspended Information

View C/OH/SA History

Result(s) 1 - 1 of 1

C/OH/SA	Standing	Reason	Begin Date
select On-Hold		Vendor Request	04/01/2016

Add C/OH/SA

Resource Reference Information

Reference Type	Reference Number	Description
----------------	------------------	-------------

Add Reference

Apply Save Cancel

- Add an **End Date** to remove the On-Hold Status

The screenshot shows the TFACTS Resource Home Application form for a resource named 'Black, Sirius' with ID '33892819'. The form is titled 'Resource Header' and 'Resource Status Information'. The 'Resource Status' is set to 'On-hold' and the 'End Date' is '04/05/2016'. The 'Begin Date' is '04/01/2016'. The 'OK' button is highlighted with a red box.

- If a closure is needed, add closure from drop down box and complete the required boxes and click **Ok**

The screenshot shows the TFACTS Resource Home Application form for a resource named 'Lupin, Remus' with ID '35064911'. The form is titled 'Resource Header' and 'Resource Status Information'. The 'Resource Status' is set to 'Closed' and the 'Closure Reason' is 'Family has decided not to foster at this time.' The 'Begin Date' is '04/15/2016'. The 'OK' button is highlighted with a red box.

Continue to the next sub topic

## Adding Resource Home Recordings

Resource Recordings can be added to record and will allow Recordings to be generated and printed.

- From the **Resource Overview** page, Click on **Resource Recording**

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Logged In: Mouse, Minnie B [ Youth Villages ]

**Home** | **Case** | **Resource** | **Administration**

**Directory** | Due Lists | Inquiry | Recruitment | Training | [help](#)

**Resource Overview**  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Placements/Services](#)  
[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[Avl. Serv./SH Agmts/Pmt. Sites](#)

**Resource Overview**  
 Resource Name: Grainger, Hermione  
 Type: Private Provider Resource Home  
 Resource ID: 37208916  
 Primary Address: 1234 Hogwarts JCT. Baxter, TN 38544  
 Approval Begin Date: 04/20/2016  
 Approved Capacity: 3  
 Organization: Youth Villages  
 Sub-Type: Regular  
 Status: Approved  
 Primary Contact: Cell(931) 555-1234  
 Approval End Date: 04/19/2018  
 Gender: Both

**Resource Actions**  
[Maintain Resource Information](#)

**Assignment Information**  
[Assignment History](#)

Organization	Employee Name	Supervisor Name	Assignment Role
Youth Villages	Mouse, Minnie B	Dishman, Tina	Resource Parent Support Specialist

**Resource Alerts**  
 Alert Message ▲  
 10 Items per page  
 No items to display

[Close](#)

- The **Recording List** screen appears
- Click **Add Recording**

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Logged In: Mouse, Minnie B [ Youth Villages ]

**Home** | **Case** | **Resource** | **Administration**

**Directory** | Due Lists | Inquiry | Recruitment | Training | [help](#)

**Resource Overview**  
[Resource Recording](#)  
[Forms/Notices](#)  
[Document](#)  
[Placements/Services](#)  
[Home Study](#)  
[Linked Inquiries](#)  
[Merge History](#)  
[Corrective Action Plans](#)  
[Current Placements/Waitlist](#)  
[Avl. Serv./SH Agmts/Pmt. Sites](#)

**Resource Header**  
 Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Recording Search Criteria**  
 Activity From Date:  Activity To Date:   
 Recorded By:  Status:  Activity Type:   
 Sort Results By:

[Search](#) [Clear Form](#)

**Recording List**  
[Add Recording](#) [Print](#)

Result(s) 0 Page 0 of 0

Activity Date	Status	Activity Type	Recorded By
No Results Returned.			

[Add Recording](#) [Print](#)

[Close](#)

- The **Recording Detail** screen appears
- Add **Activity Date**
- Add **Activity Type**
- Click **Add Participant**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Resource Recording > Recording List

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Recording Detail**

Recording ID: 27113930 Recorded By: Mouse, Minnie B Recorded Date: 04/20/2016

Activity Date: + \* 04/20/2016  
Activity Type: \* Announced Visit

**Participant**

Result(s) 0 Page 0 of 0

Participant Name	Date of Birth	Role
No Results Returned.		

**Add Participant**

**Narrative Details**

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

Narrative:

Expand Spell Check Clear 32000

Status: \* Draft

Apply Save Cancel

- Check the Boxes next to **Resource Members and Assigned Worker**
- Click **Save**

**Note:** If a child is placed in the home and the worker sees the child, they can be added to the participant. This home does not have a placement.

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Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Resource Recording > Recording List > Recording Detail

**Resource Header**

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

**Select Person**

Child Present (0)

Resource Member (2)

Name	DOB	Role
<input checked="" type="checkbox"/> Grainger, Hermione	09/20/1979	Resource Parent
<input checked="" type="checkbox"/> Weasley, Ronald	03/15/1980	Resource Co-Parent

Assigned Worker (1)

Name	DOB	Role
<input checked="" type="checkbox"/> Mouse, Minnie B		Resource Parent Support Specialist

Person (0)

Other Worker (0)

**Save Cancel**

- Add Home Visit info to the Narrative box. The Narrative box can accommodate 32,000 characters. You can view the entire narrative by clicking the Expand button.
- Once the Recording is entered and finished, mark Completed
- Click Save

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Logged In: Mouse, Minnie B [ Youth Villages

help

Resource > Resource Recording > Recording List

Resource Header

Resource Name: Grainger, Hermione

ID: 37208916

Type: Private Provider Resource Home

Sub-Type: Regular

Recording Detail

Recording ID: 27113930

Recorded By: Mouse, Minnie B

Recorded Date: 04/20/2016

Activity Date: + \* 04/20/2016

Activity Type: \* Announced Visit

Participant

Result(s) 1 to 3 of 3

Page 1 of 1

Participant Name	Date of Birth	Role	
Grainger, Hermione	09/20/1979	Resource Parent	<a href="#">delete</a>
Mouse, Minnie B			<a href="#">delete</a>
Weasley, Ronald	03/15/1980	Resource Co-Parent	<a href="#">delete</a>

Add Participant

Narrative Details

(Note: Provide a detailed summary of purpose, interactions, discussions, observations, assessment of progress, agreements, decisions and next steps. Refer to HELP for further instructions on documentation.)

Narrative:

Expand

Spell Check

Clear

31936

Status: \* Draft

Completed

Draft

Apply

Save

Cancel

**Note:** An Addendum or Mark in Error can be assessed by clicking the button after the recording has been Completed and Saved.

- To Print Recordings while on the Resource Recording page you will **select** the visit.

Resource Header

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Recording Search Criteria

Activity From Date: Activity To Date: Recorded By: Status: Activity Type: Sort Results By:

Recording List

Add Recording Print

Result(s) 1 to 1 of 1 Page 1 of 1

	Activity Date	Status	Activity Type	Recorded By	
<b>select</b>	04/20/2016	Completed	Announced Visit	Mouse, Minnie B	<a href="#">document</a>

Add Recording Print

Close

- Click the **Print** button

Resource Header

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Recording Search Criteria

Activity From Date: Activity To Date: Recorded By: Status: Activity Type: Sort Results By:

Recording List

Add Recording Print

Result(s) 1 to 1 of 1 Page 1 of 1

	Activity Date	Status	Activity Type	Recorded By	
<b>select</b>	04/20/2016	Completed	Announced Visit	Mouse, Minnie B	<a href="#">document</a>

Add Recording **Print**

Close



- Check the Box of the recording you needing to print and click **Generate**. Document History screen will appear. Click **Generate Report**

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Logged In: Mouse, Minnie B [ Youth Villages ]

Resource > Resource Recording List

Resource Header

Resource Name: Grainger, Hermione ID: 37208916 Type: Private Provider Resource Home Sub-Type: Regular

Print Recording List

Result(s) 1 to 1 of 1 Page 1 of 1

<input type="checkbox"/>	Activity Date	Status	Activity Type	Recorded By
<input checked="" type="checkbox"/>	04/20/2016	Completed	Announced Visit	Mouse, Minnie B

**Generate** Close

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Reports

Document Category: RESOURCE Document Title: Resource Recording Summary - #NA  
Work-Item ID: 37208916 Work-Item Reference: Grainger, Hermione  
Task ID: 77 Task Reference:

Document History

Document ID	Date	Document Name
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**Generate Report** Cancel

- The Form will be able to be saved by clicking **Save Form**. After you **Save Form** you can print.

TN Department of Children's Services TFACTS STG home search incident reporting help & training customer care log off  
Logged In: Mouse, Minnie B [ Youth Villages ]

Home Case Resource Administration Maintenance Utilities

Tennessee Department of Children's Services  
Resource Recording Summary

Resource ID: 37208916 Resource Name: Grainger, Hermione

Resource Recording Details

Activity Date: 04/20/2016 Entered By: Mouse, Minnie B  
Activity Type: Announced Visit Recorded Date: 4/20/16 4:04 PM  
Status: Completed Completed Date: 04/20/2016  
Resource Type: Private Provider Resource Home Completed By: Mouse, Minnie B  
Resource SubType: Regular Resource Name: Grainger, Hermione  
Organization: Youth Villages

Participant(s):  
Resource Co-Parent: Weasley, Ronald; Resource Parent: Grainger, Hermione; : Mouse, Minnie B

**Save Form** Cancel

You have completed this storyboard